

Account Closure Confirmation

Date: [Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Bank/Company Name]

[Bank/Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to confirm the closure of your account with us. Your account number [Account Number] was officially closed on [Closure Date].

If you have any remaining balances or pending transactions, we recommend checking with us directly to ensure everything is resolved.

Thank you for your past business. If you have any questions or require further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Bank/Company Name]